REQUEST FOR STATEMENT OF QUALIFICATIONS FOR

PROFESSIONAL PROPERTY MANAGEMENT SERVICES

The City of Shreveport is requesting a Statement of Qualifications from experienced Property Management contractors to participate in a federally funded housing program as a property manager for newly constructed single family dwellings in low to moderate income neighborhoods.

Respondents must have at least five (5) years experience assisting jurisdiction with property management services. Those interested must be an independent party, and above any suspicion of having a real of apparent conflict of interest with the City of Shreveport. Respondents must be willing to comply with procurement requirements and regulations governing federally-funded programs, American Disabilities Act, Federal Fair Housing Amendment Act, and other applicable provisions of federal, state, and local law. In addition, you must adhere to the City's insurance requirements and additional requirements as deemed necessary. Minority and women owned firms are encouraged to apply.

STATEMENT OF QUALIFICATIONS

The SOQ must include a brief history of the firm or organization and a resume' of each person in the organization who will be assigned to the project. Firm must act as agent and advisor for the property. Must plan and direct purchase, development, and disposition of the property on behalf of the developer. Must monitor, investigate, and resolve complaints from residents and tenants, make arrangements for repairs and maintenance, provide computer generated record of all income and expense disbursements. Extensive experience and knowledge must be demonstrated in real estate and property management, escrow deposits and rent collections, vacancies, evictions, inspections, reporting, sales, and marketing, and financial operations of property.

I. Agency Information

- A. Name, Address, Telephone Number, Facsimile Number, Contact Person
- B. Type of Organization
- C. Narrative of Qualifications
- D. Resources (Staff and equipment to be committed to this project)
- E. Strategies and methodologies for management of the project
- F. Sample Cost Analysis Narrative for similar projects

II. Sub-Consultants

A. Names, Education, Experience and Qualifications

III. References

- A. A list of public and private entities for which the respondent has been under contract
- B. A list of current projects that management services are currently being provided

A selection committee will review all submissions. All responses will be evaluated on the basis of the information requested. They will be scored and ranked with the highest rating being awarded a contract. In the event of a tie, the most qualified whose SOQ is deemed most advantageous to the City of Shreveport with all factors considered will be awarded a contract. The selection of finalist may require verbal presentations.

These funds are administered by the City of Shreveport and made available by the U. S. Department of Housing and Urban Development.

This Statement of Qualification can be obtained at the Department of Community Development, 1237 Murphy Street, Room 314, Shreveport, LA, during regular business hours, beginning Tuesday, November 10, 2009, 8:30 a. m. through 4:30 p.m. The Statement of Qualification is also posted on the city's website at www.shreveportla.gov.

Questions relative to the SOQ should be addressed to Bonnie Moore, Director, or Valerie Ervin, Housing Unit Manager at (318) 673-5900. Five copies of the SOQ should be hand delivered or mailed by 5:00 p. m., Friday, November 20, 2009.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL STATEMENTS OF QUALIFICATIONS

HAND DELIVER OR MAIL TO:

City of Shreveport Attention: Bonnie Moore, Director Department of Community Development 1237 Murphy Street, Room 314 Post Office Box 31109 Shreveport, Louisiana 71130 (318) 673-5900